

ADJUSTING WRITTEN MATERIAL

- separate the paragraphs
- shorten the text
- use shorter and simplified sentences
- use simplified vocabulary
- use a sans-serif font, such as Arial, Verdana, Tahoma
- use a large font size
- line spacing should be 1,5 or double (2,0)
- align text to the left or centrally
- **bold** the key words (avoid underlining)
- circle the important parts of the text
- do not use more than two colours at the same time
- dark text on a pastel background works best (dark blue on cream);
avoid white letters on a dark background